



The County of San Bernardino
invites application for the position of

Real Estate Services Manager
Job Number: 21-18031-01

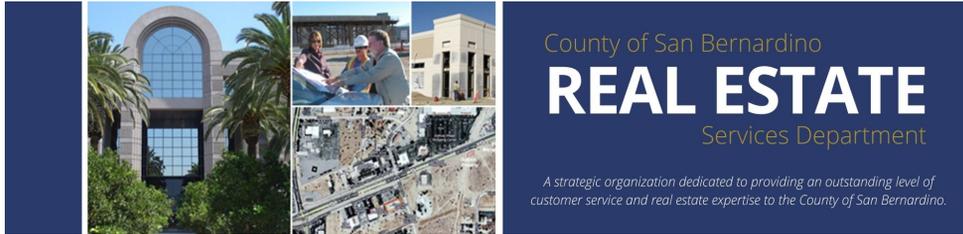
SALARY

\$38.98 - \$52.88 Hourly \$6,756.53 - \$9,165.87 Monthly \$81,078.40 - \$109,990.40
Annually

APPLY BY: 05/21/21 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



The **Real Estate Services Department** is recruiting for a **Real Estate Services Manager** to oversee the Leasing/Acquisition group. The manager will supervise a team of highly trained real property agents who manage complex real estate transactions on behalf of the County and its departments. While the department seeks individuals with overarching field experience, this position will primarily oversee and manage the leasing and acquisition team of real property agents engaged in leasing, property management, appraisals, acquisitions, sales, and relocation assistance.

This position reports to the Assistant Director of Real Estate Services and is responsible for managing the County's real estate holdings, Franchise Ordinance, and the surplus real property disposition program in accordance with State statutes and County Policy.

EXAMPLE OF DUTIES

- Leads the leasing and acquisition group in providing outstanding customer service to the public, elected officials, and internal departments; evaluates and trains staff as necessary on negotiations, contract development, and a variety of real estate transactions.
- Develops and maintains professional business relationships with private sector commercial real estate stakeholders, including developers, brokers, and investors.
- Recommends policies and procedures reflective of the County's real estate transactional needs; coordinates and prepares all real estate documents.
- Oversees board agenda item preparation and technical review for each real estate transaction managed by the leasing and acquisition group.

For more detailed information, refer to the [Real Estate Service Manager](#) job description.

This exempt position offers an outstanding benefits package, including a generous employer-paid 401(k) matching program of up to 8%. Start saving for your future now! Click the image below to learn more.

EXCELLENT BENEFITS PACKAGE and RETIREMENT MATCHING**Health Benefits**

- Medical and Dental: family coverage
- Generous premium subsidies
- Employer paid vision coverage
- Flexible Spending Account: pre-tax account for qualified healthcare expenses

**Paid Time Off**

- Up to 4 weeks accruable vacation
- Additional 80 hours administrative leave
- 11 days accruable sick leave
- 13 paid holidays
- 1 floating holiday
- Perfect Attendance Leave

**Retirement**

- Generous Pension
- 401(k) with County match up to 8%
- 457(b) with .5-for-1 County match up to .5% of salary after 1 year
- Retirement Medical Trust Fund – County contribution
- Retirement Reciprocity may be available

**Additional Benefits**

- Dependent Care Assistance Plan
- County-paid Life Insurance
- Short Term Disability
- 529 Savings Plan available
- Healthy Lifestyle Program: Membership reimbursement
- Employee Discounts
- Commuter Services

A flexible work schedule (9/80) may be offered as an additional perk!

THE REAL ESTATE SERVICES DEPARTMENT

The Real Estate Services Department (RESA) is a multi-disciplined department of professionals providing the County of San Bernardino and Board Governed entities with comprehensive real estate services. With a highly skilled staff, RESA has established a strong reputation among its clients for providing exceptional technical expertise, administrative services and client responsiveness.

[Learn more about Real Estate Services Department and their exceptional services.](#)

CONDITIONS OF EMPLOYMENT

Pre-Employment Process: Applicants must pass a background investigation, which includes fingerprinting, work history & education check, as well as a job-related physical exam and drug screening.

Transportation: Travel throughout the County may be required. Eligible candidates must possess and maintain a valid California Class C driver's license. Employees in this class may be required to use a personal vehicle for transportation and show proof of automobile liability insurance. Mileage reimbursement is available.

MINIMUM REQUIREMENTS

Experience: Five (5) full-time equivalent years of experience, or a combination of experience, completing transactions involving the purchase and sale of real property. Must include three (3) years of supervision in a governmental real estate operation and/or three (3) years in property management supervision, in a regional role, with the oversight of at least 5 million square feet of real estate.

-AND-

Education: Bachelor's degree from an accredited university in Real Estate, Business/Public Administration, or a closely related field.

Substitution: Additional qualifying experience may substitute for the required education on the basis of one year for every thirty (30) semester or forty-five (45) quarter units of required coursework.

DESIRED QUALIFICATIONS

The ideal candidate will be a self-motivated real estate professional who possess the following attributes:

- Strong leadership skills with the ability to motivate and inspire a team
- Flexibility to adapt to priority deadlines, negotiations, and redirection of projects
- Exceptional customer service with the ability to develop and nurture relationships with key stakeholders
- Hold a current Real Estate or Broker license
- Competency in Archibus, Microsoft Excel, and Word
- Expert knowledge of industry related procedures

SELECTION PROCESS

Application Procedure: Please complete and submit the online employment application and supplemental questionnaire by **5:00PM on Friday, May 21, 2021**.

There will be a **competitive evaluation** of qualified candidates based on the review of application material and supplemental questionnaire answers. It is to your advantage to be *complete and thorough* in your application and questionnaire responses, as resumes will not be reviewed as part of the competitive evaluation process.

The hiring department encourages applicants to attach a current resume and other supporting materials to their application for review upon referral.

NOTE: Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records.

If you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, your application has NOT been received.

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer, or web browser used to submit the application.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>
(909) 387-8304 • TTY Users: 711
157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 4/24/21 KD

Real Estate Services Manager Supplemental Questionnaire

- * 1. **Instructions:** The following questions will be used to help determine if you meet the minimum qualifications for the position. Your responses will also provide a basis for a **Competitive Evaluation** that will determine your placement on the eligible list. Please ensure that any experience indicated in your responses is clearly detailed in the employment history section of your application.
 - I understand.
- * 2. **Licenses:** Select all of the license(s) you hold.
 - Real Estate License
 - Broker License
 - Other
 - None of the above
- 3. Indicate applicable licenses and/or certifications held and the corresponding expiration date(s).
- * 4. **Industry Knowledge:** Briefly describe your experience working for and/or with public agencies, including advising a Board of Supervisors, City Council, or similar body. Include your understanding of the real property needs of a public agency, including leased and owned facilities, as well as eminent domain. *If no experience, provide your perception and/or understanding of the topic(s).*
- * 5. **Leasing Experience:** Describe your experience negotiating revenue and expenditure leases for government/public facilities. Include the dollar amounts you have negotiated. Include example(s) of the most complex or unique negotiations, transactions, or

properties you have negotiated. *If no experience, provide your perception and/or understanding of the topic(s).*

- * 6. **Real Property Transactions:** Describe your experience completing government-funded transactions involving the purchase and sale of real property. Include any relevant procedures and policies which should be considered throughout the transaction process. *If no experience, provide your perception and/or understanding of the topic(s).*
- * 7. **Surplus Real Property:** Describe your experience evaluating appraisals, as well as negotiating and acquiring leases for the sale of surplus real property. *If no experience, provide your perception and/or understanding of the topic(s).*
- * 8. **Technology:** List the construction management software(s) with which you have experience. Include the level of experience (beginner, intermediate, advanced) and the frequency of use. *If none, indicate N/A.*
- * 9. **Supervisory Experience:** Indicate the areas in which you have experience. Select ALL that apply. *All experience indicated should be detailed in the work history section of your application. If no experience, indicate none of the above.*
 - Advise on work problems
 - Assign and review work
 - Train staff
 - Approve leave time
 - Change work schedules
 - Counsel on behavior problems
 - Give input on work performance evaluations
 - Write work performance evaluations for supervisor's signature
 - Write and sign work performance evaluations
 - Interview candidates for hiring
 - Recommend candidates for hiring
 - Make final hiring decisions
 - Recommend disciplinary actions
 - Carry out disciplinary actions (write reprimands, terminations, etc.)
 - None of the above
- * 10. **Processes:** Describe your experience managing escrow transactions, entitlement process, due diligence process for the purchase and sale of real property. *If no experience, provide your perception and/or understanding of the topic(s).*
- * 11. **Leadership:** Describe your experience as a lead/mentor to other agents. Specifically include your experience leading a team of agents engaged in government-funded leasing projects. Describe the techniques and approach used in this role. Include the job title and number of agents supported. *If none, indicate N/A.*

* 12. ****ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

I understand

- * 13. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is

current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

I acknowledge that I have read, understood, and agree to the above.

- * 14. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

- * Required Question